

### **Step 1 - Supply Analysis**

Profile of current workforce to project future composition needed based on current staff, trend data, and information from managers and supervisors

### **Step 2 - Demand Analysis**

Determination of future staffing requirements

### **Step 3 - Gap Analysis**

Comparison of the present workforce to future workforce needs to identify gaps and surpluses

## **PHASE III – CREATE WORKFORCE ACTION PLAN**

**Answers the Question: What talent management and job changes are needed to execute our strategic goals?** Develop and implement a variety of solution strategies comprised of tools, best practices and innovative ideas to eliminate identified and impending talent and skills gaps over a period of time.

## **PHASE IV – EVALUATE WORKFORCE PLANNING PROCESS**

**Answers the Question:** How well are our talent management efforts helping us to achieve our strategic goals and where can we improve? Unexpected business shifts as well as planned changes will require regular revisits to the forecasts. Develop an evaluation process including metrics to determine the success of workforce planning initiatives.

## **STRATEGIC Workforce Planning Model**

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### **PHASE I – DEFINE STRATEGIC BUSINESS GOALS**

If your agency has completed a strategic planning process, workforce planning normally follows that process. By having a strategic plan, the workforce planning team will clearly understand the mission, goals and strategic objectives of the organization. There is a distinct link between [strategic planning and workforce planning](#) that together provides a roadmap for determining the future direction and needs of your organization.

If your agency has not completed a strategic plan, you may wish to consider that step before continuing this process. At a minimum, you will need to have an in-depth discussion with your organizational leadership to obtain information regarding your agency's business direction in order to understand the human